



EDDIE BAZA CALVO
GOVERNOR

RAY TENORIO
LIEUTENANT GOVERNOR

GOVERNMENT OF GUAM
DEPARTMENT OF PUBLIC HEALTH AND SOCIAL SERVICES
DIPATTAMENTON SALUT PUPBLEKO YAN SETBISION SUSIAT



JAMES W. GILLAN
DIRECTOR

LEO G. CASIL
DEPUTY DIRECTOR

DEC 04 2012

Doris Flores Brooks, CPA, CGFM
Public Auditor
Office of Public Accountability
Suite 401, DNA Building
238 Archbishop Flores Street
Hagatna, Guam 96910

RECEIVED
OFFICE OF PUBLIC ACCOUNTABILITY
BY: JH
DATE: 12/10/12
TIME: 2:15 ☒ AM ☐ PM

Dear Ms. Brooks:

Buenas yan Saluda! Attached are copies of the fiscal year 2012 third and fourth quarter reports of activities and inventory of non-expendable property of Alee I & II, and Guma San Jose shelters for fiscal year 2012. This is in compliance with Public Law 29-19, Section 6, relative to reporting requirements for non-profit organizations.

Should you have any questions, please contact Ms. Lydia Diaz Tenorio, Human Services Administrator for the Bureau of Social Services Administration at 475-2653/2672. *Si Yu'os Ma'ase.*

Sincerely,


James W. Gillan

Attachment



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JAMES W. GILLAN
DIRECTOR

LEO G. CASIL
DEPUTY DIRECTOR

Office of the Speaker
Judith T. Won Pat, Ed. D.
Date 12-6-12
Time 3:15
Received by [Signature]

DEC 04 2012

Honorable Judith T. Won Pat
Speaker
31st Guam Legislature
Hagatna, Guam

Dear Madam Speaker:

Buenas yan Hafa Adai! Attached are the fiscal year 2012 third and fourth quarter reports of activities and inventory of non-expendable property of Alee I & II, and Guma San Jose shelters. This is in compliance with Public Law 29-19, Section 6, relative to reporting requirements for non-profit organizations.

Should you have any questions or need additional information, please contact Ms. Lydia Diaz Tenorio, Human Services Administrator for the Bureau of Social Services Administration at 475-2653/2672. *Si Yu'os Ma'ase.*

Sincerely,

[Signature]
James W. Gillan

Attachment

Cc: Office of Public Accountability



CATHOLIC SOCIAL SERVICE

#234-A U.S. Army Juan C. Fejeran Street
Barrigada, Guam 96913

Telephone: (671) 635-1406 / 1442 • Fax: (671) 635-1444

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Website: <http://www.catholicsocialservices.net>

November 15, 2012

Archbishop Anthony S. Apuron
OFM CAP D.D.
President/Chairman
Board of Trustees/Directors

Diana B. Calvo
Executive Director

Jesse S. Catahay
Deputy Director

**TO: DEPARTMENT OF PUBLIC HEALTH & SOCIAL SERVICES
123 Chalan Kareta
Mangilao, Guam 96913**

PROJECT REPORT

CONTRACTOR: CATHOLIC SOCIAL SERVICE
#234- A U.S. Army Juan JC Fejeran Street
Barrigada Heights, Guam 96913

PROGRAM TITLE: TITLE XX

**PROJECT: ALEE EMERGENCY SPOUSE ABUSE
& CHILDREN'S SHELTER**

**QUARTER
ENDING: June 30, 2012**

PREPARED BY:

Sister Brigid Perez, R.S.M.
SR. BRIGID PEREZ, R.S.M.
PROGRAM MANAGER, ALEE SHELTER

APPROVED BY:

Jesse S. Catahay
DIANA B. CALVO
EXECUTIVE DIRECTOR

SUBMISSION DATE: November 15, 2012



Respecting the Dignity of the Human Person Through Service



**CATHOLIC SOCIAL SERVICE
ADMINISTRATION QUARTERLY REPORT**

PROGRAM
Alee Shelter

QUARTER
April, May, June

DATE
2012

SUMMARY OF ACTIVITIES:

The 3rd quarter for fiscal year 2012 was very busy with various activities and program challenges.

April activities:

- Child Protective Services Egg Hunt Activity, Tamuning Mayor's Office Ground
- Mass at Agana Cathedral for the victims/survivors of Child Abuse and National Crime Victims' Rights Week
- Parent Fair, Finegayan Elementary School
- Child Abuse Awareness Month Outreach, Agana Shopping Center with Child Protective Services (CPS)
- Wave at Chamorro Village with Victims Advocates Reaching Out (VARO)
- Outreach, Guam Premium Outlet (GPO) with Healing Hearts
- Outreach, Agana Shopping Center under Catholic Social Service with Autism Society
- Crime Victims' Rights Ceremony (Office of the Attorney General), Harvest Christian Academy
- The Guam Coalition Against Sexual Assault and Family Violence (GCASA&FV) Meeting
- Therapeutic outing, Santa Barbara Parish

May activities:

- National Law, Elderly, and Foster Family Month Proclamation for Foster Family Month
- CSS Frail and Elderly Month Celebration
- District Court Open House
- Law Day Outreach held at Micronesia Mall.
- The Guam Coalition Against Sexual Assault and Family Violence (GCASA&FV) Meeting
- CSS Marketing Meeting
- Meeting with the Soroptomist International of the Marianas

June activities:

- Meeting with the Guam Coalition Against Sexual Assault and Family Violence.
- Meeting with S.T.O.P VAW Sub-grantees under the GCO-FPO
- CSS Marketing and Management
- Guam Family Justice Center Planning Committee
- Presentation of Guam Family Justice Center at the Mayor's Council meeting
- CPR/1st Aid Training
- Site visit by GHURA and U.S. Department Housing and Urban Development (HUD) from San Francisco and Honolulu
- Inauguration of the President of the Korean Association of Guam

This quarter, the Program Manager went on personal leave that began on June 14. Meanwhile, the Administrative Assistant was the designated Acting Program Manager.

Staff at the children's shelter are encouraged to develop themselves professionally. As of this quarter, four staffs (C. Guhit, M. May, D. Molly, and A. Sanchez) completed their parenting classes conducted at Erica's House. In addition, three staffs (O. Cruz, C. Guhit, and A. Sanchez) were given the opportunity to attend the 3rd Annual HIV Prevention Conference coordinated by the Department of Education and GCASAFV. The conference was on "The Teaching Techniques on International/Unintentional Injuries, Teaching Techniques on Physical Activity, Teaching Techniques and Human Sexuality Education" Another developmental training that the program welcomed was the "Incredible Years Program" conducted by Project Kariñu Team, Dr. Lily Perez and Mr. Terry Aguon which began on May 15, 2012 and was conducted every Tuesday at the Alee Shelter Office. The first part (three Tuesdays) was completed and the second part resumed on June 12.. Thus far, staffs attending the training have expressed great interest and found it very helpful in their work. On the other hand, staff, C. Mendiola completed CPR/1st Aid Training on June 16th and Ms. O. Cruz completed a three day, June 18-20 training on Professional Crisis Management that was conducted at CSS.

The project on the new permanent shelter has been completed in March of last quarter. The project's name is Catherine's Home Programan FUETSA. The area of the building is about 168 square meters by 60 square meters. Estimated time of completion was sooner than thought of. The program is grateful to the Guam Housing Urban Renewal and Authority (GHURA) and the Orion's Construction Company for seeing this project through. Catherine's Home had its formal and non-public ceremony last March 29. Present were the officials of Guam Housing and Urban Renewal Authority (GHURA), Orion Construction (contractor), CSS board members and management, Msgr. David I.A. Quitugua, Founder of CSS, Honorable Gov. Eddie B. Calvo, Honorable Judge Alberto Lamorena, representatives from Bureau of Social Services Administration (BOSSA) and Governor's Community Outreach Federal Programs Office (GCO-FPO). The completion of moving into the new home was in April. Catherine's Home officially started its operation on April 17, 2012 after the installation of the telephone lines. (The program is grateful to Marianas Cable Vision (MCV) for sponsoring the monthly charges of the telephone and cable services at Catherine's Home. MCV had sponsored the cable service at the old home and agreed to relocate and continue sponsoring the service at no charge in addition to the telephone lines. The former telephone service provider, GTA, estimated three months for the installation of the lines, and thus decision was made to switch to MCV.) However, the services to the victims/survivors continued during the move. The victims/survivors were sheltered at the existing shelter during the move since the rental contract for the Family Violence Shelter expiration date was April 30, 2012. Thereafter, the building was turned over to the realtor in charge of the contract as soon as the lease expired. Services for water and power were also disconnected on the last day of the rental contract. The program is looking into adding staff to Catherine's Home because of the largeness of the building. It is also in need of a supervisor. The program though is discovering certain things along the way that needs to be changed, added, or fixed. These concerns were addressed to Mr. Albert Santos of GHURA and was accomplished except for the sensor light. This quarter too, the matter of the trash bin had to be addressed to the provider, Mr. Rubbishman. All the problems related to it had been resolved. Overall, Catherine's Home is maintained well.

The ARRA S.T.O.P. Grant# 2009-EF-S6-0054 expired April 30, 2012. The program had been working closely with GCO-FPO in making sure this did happen. Funds had been fully expended and reimbursements had been received by CSS Fiscal Office. Among other requests from the GCO-FPO were letters from the agency who are sub-grantees to be included in the grant applications to OVW DOJ.

The program received notice that the Office of Violence Against Women (OVW) Director Honorable Susan B. Carbon will no longer be in that position effective April 6. The Acting Director is Bea Hanson.

The Program Manager is looking at ways to address the child/staff ratio concern that had been brought up by the Licensing for Child Care. Program Manager and Administrative Assistant had met with the Acting Executive Director in May regarding this matter keeping in mind the Department of Labor's Wage and Hour Law. (Note: The child care license that expired in March, was renewed as provisional. The reason is it did not meet the child/staff ratio for the different age groups served. Three staff per shift is required, whereas, currently it is two staff per shift. A meeting is in the planning to discuss concerns with this new requirement in complying with the standard. This is another budget concern to increase personnel to comply with the standard.)

Moreover, the children's shelter had been experiencing water problems due to the low water pressure and water pump problem. In addition to the current problem is the water heater. After shouldering previous expenses in repair and replacement, the Program Manager sought the assistance of the property owner. Mrs. Mary Kallingal, the property owner, though not happy about it worked in resolving the water situation. Because of the continuous water problem, the Program Manager is looking for another home to relocate to.

The program is very grateful to the community as it continues to receive financial or in-kind support. For this quarter, monetary donations totaled to \$9,634.29.

As far as personnel is concern, the program worked diligently with the agency's personnel officer in filling vacancies. As of this quarter, the two full time positions had been filled while a part-time position remains vacant at Alee I. The official volunteer for Family Violence Shelter (Alee I) is no longer available. The vacant position for full time at Alee II is filled by C. Mendiola.

Alee I Family Violence Domestic Program- received **nine (9)** women and their **eleven (11)** children. By the end of the quarter, all of the women exited the shelter. This quarter had been very challenging, once again, with staff turnover. This quarter, Alee I welcomed two new staffs: L. Sablan and J. Luzano, leaving a vacancy for a part-time. At the same time, when there were no clients at Alee I, and the shelter workers are detailed to Alee II to provide assistance.

The Transitional Housing Program served **three (3)** women and **eight (8)** children. Social Worker L. Reid tendered her resignation effective April 27, 2012 in advance allowing the program to find a replacement due to conflicting schedules with her educational endeavors. The program welcomes, Ms. Nobilee Flores who replaced Ms. Reid immediately. However, Ms. Reid will continue her services to the program as a volunteer on certain days on as needed basis.

Other Transitional Housing Program notices received that the program specialist for our grant at OVW Department of Justice Ms. Kristin Weschler is leaving the office on May 4, 2012. The main point of contact for our grant is Kara Moller, Program Specialist after May 4th. Ms. Katherine Mera will be the reviewer for any GAN submission from our side.

The acting Executive Director met with Program Manager, Social Worker, and Administrative Assistant and Fiscal Office Manager regarding the 2005 grant that expired on June 30, 2012. The program did its best to expend the funds. Meanwhile, two weeks into the program, the new Social Worker N. Lee tendered her resignation effective May 24, 2012 in advance to allow the program to find a replacement due to personal/family matters. The program is in need of a social worker. There was one applicant for the position who was interviewed on June 20th and was not recommended by the interview panel because of the lack of social work experience and background. To date, there is still a vacancy for the social worker position.

The social worker/case manager is there to assist the women in identifying their goals for the duration of the program. The program accommodates these women with transportation services as they work toward acquiring one of their own. The case worker/social worker also keeps up with their progress as well as addressing any problems they may have while in the program. At the end of the quarter, all units are occupied.

The Alee II Children's Shelter served **sixteen (16)** children for the quarter. By the end of the quarter, two (2) children exited the shelter. The children's ages varies from ten months old to thirteen years old. The shelter is licensed to house up to twelve children. However, the Program Manager continues to accommodate Child Protective Services (CPS) to provide shelter temporarily on a case-to-case basis. The Program Manager continues to address to the Administrator of Child Protective Services of the long overstay of five children who are siblings. Two of the five siblings have transitioned out of the program to a foster home. Nevertheless, the Program Manager and the rest of the staff continue to serve the children. In addition, the Program Manager continues to perform her periodic visits to the shelter. The shelter workers continue to bring the children to their visitation drop off sites, schools, medical and dental appointments as well as having them involved in different therapeutic outing activities.

Alee Shelters program manager and staff continue to strive to support and give utmost dedication to serving the women and children that arrive at the doors.

During the months of April, May, & June Alee I sheltered **nine (9)** women, five (5) Chamorro, one (1) Filipino, one (1) Kosraean, one (1) Palauan, and one (1) Chuukese and their **eleven (11)** children.

Alee Children's shelter completed the quarterly count with **sixteen (16)** children. Our records show **three (3)** Pohnpeian, **seven (7)** Chamorro, **two (2)** Filipino, **one (1)** African/American, **one (1)** Caucasian/Filipino, **one (1)** Japanese/Filipino and **one (1)** Chamorro/Pohnpeian.

Crisis Hotline Alee Shelter I responded to one hundred twenty-eight **(128)** inquiry and intake calls for the quarter. Of the one hundred twenty-eight, **ten (10)** were eligible. Nine (9) women were received into the shelter, one (1) stayed elsewhere, zero (0) did not call back for services. **Seventy-seven (77)** were not eligible for services but referred to other agencies or miscellaneous calls; Eleven (11) were referred to Guma San Jose homeless shelter, one (1) VARO, two (2) GPD, one (1) Alee Office, one (1) Emergency Receiving Home, one (1) Governor's Community Affairs Office, One (1) Salvation Army, one (1) CPS, five (5) Client Releated, one (1) Donation, sixteen (16) Office Related, and thirty-six (36) Miscellaneous. **Forty-one (41)** women were seeking information only,

INKIND DONATIONS continue to be dropped at the office, which consist of clothing, toys, house wares, furniture, and miscellaneous supplies, which are being distributed amongst the shelter clients as well as Guma San Jose and CSS main office. However, most of the donations are used and not very pleasing.


SR. BRIGID PEREZ, RSM - Program Manager

Catholic Social Service - Alee Shelters
FY2012 3rd Quarter Report on Meals and Transportation
April 1, 2012 - June 30, 2012

I. Alee I - Family Violence Center

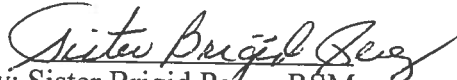
Total number of women & children: 20

A. Total Number of Meals Served (3 meals and 3 snacks per day)	-	306
B. Total Number for Transportation Service	-	218

II. Alee II - Children's Shelter

Total number of children: 16

A. Total Number of Meals Served (3 meals and 3 snacks per day)	-	6,924
B. Total Number for Transportation Service	-	847


Submitted by: Sister Brigid Perez, RSM
Program Manager

Catholic Social Service - Alee Shelters
3rd Quarter Compact Impact Report on Meals and Transportation
FAS Citizens
FY 2012 April 1, 2012 - June 30, 2012

I. Alee I - Family Violence Center

Total number of women & children: 3

A. Total Number of Meals Served - 7
(3 meals and 3 snacks per day)

Kosraean	2
Palauan	2
Chuukese	3
Total:	<u>7</u>

B. Total Number for Transportation Service - 11

At Alee I - Family Violence Shelter, transportation services that were rendered to the clients were initial pick up, to seek housing assistance from GHURA/LIHENG, search for an apartment, to acquire legal services from Guam Legal Service, Public Defender, or Attorney at Pro-Bono service, bring them to Court, AG, or Guam Police Department, drive them to their medical or dental appointment, seek employment, to bring their children to and from school, to transport to get belongings at their home, bring children for visitation, to transport to recreation site, church, to seek counseling, public assistance, Mayor's office assistance, and drop off site.

Kosraean	2
Palauan	4
Chuukese	5
Total:	<u>11</u>

Catholic Social Service - Alee Shelters
3rd Quarter Compact Impact Report on Meals and Transportation
FAS Citizens
FY 2012 April 1, 2012 - June 30, 2012

II. Alee II - Children's Shelter

Total number of children: 4

A. Total Number of Meals Served - 1,867
(3 meals and 3 snacks per day)

Pohnpeian	1341
Chamorro/Pohnpeian	<u>526</u>
Total:	1,867

B. Total Number for Transportation Service - 407

At Alee II - Abused and Neglected Children's Shelter, the transportation services rendered to the clients were to and from school, other school activity, medical and dental appointment, PED Evaluation, CT Hearing, PHSS services, WIC, Erica's House, Attorney's office, drop off and pick up site, Child Protective Service, Court, Client Services at AG's office, church and recreation sites.

Pohnpeian	332
Chamorro/Pohnpeian	<u>75</u>
Total:	407


Submitted by: Sister Brigid Perez, RSM
Program Manager

July 2012 - September 2012

LOCATION: Catholic Social Service, 234-A U.S. Army Juan C. Fejeran St. Barrigada, Guam 96913

[illegible]



CATHOLIC SOCIAL SERVICE

#234-A U.S. Army Juan C. Fejeran Street
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Archbishop Anthony S. Apuron
OFM CAP D.D.
President/Chairman
Board of Trustees/Directors

Diana B. Calvo
Executive Director

Jesse S. Catahay
Deputy Director

DEPARTMENT OF PUBLIC HEALTH & SOCIAL SERVICES

PO BOX 2816
HAGATNA, GUAM 96932

QUARTERLY REPORT

CONTRACTOR: CATHOLIC SOCIAL SERVICE
ADDRESS: #234-A US ARMY JUAN C. FEJERAN STREET
BARRIGADA HEIGHTS, GUAM 96913

PROJECT TITLE: GUMA SAN JOSE

MONTH: APRIL/MAY/JUNE

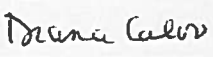
FISCAL YEAR: 2012

PREPARED BY:


MICHAEL SUZUKI

TITLE: ACTING PROGRAM MANAGER

APPROVED BY:


DIANA B. CALVO

TITLE: EXECUTIVE DIRECTOR

SUBMISSION DATE: July 26, 2012



Respecting the Dignity of the Human Person Through Service





Catholic Social Service

Guma San Jose

A 24-hour Homeless Emergency Shelter for 60 days for families and individuals
#234-A U.S. Army Juan C. Fejeran St. • Barrigada Heights, Guam 96913
Telephone: (671) 633-2955 • Fax: (671) 637-1307 • e-mail: gumasanjose@gmail.com

QUARTERLY NARRATIVE REPORT

April - June FY 2012

A. PROGRAM OPERATIONS

MANPOWER STRENGTH

Full-time Positions:

- (1) Program Manager
- (2) Shelter Managers
- (1) Caseworker
- (11) Shelter Workers

PERSONNEL ACTION

There were two senior shelter workers who were terminated for violation of CSS policy.

The Shelter Manager for the main shelter has been detailed by the Executive Director effective on April 26, 2012 at Support Service Division and will be supervised by the Deputy Director.

Three Shelter Workers were on personal leave.

A Shelter Worker was hired and started work on June 4. He is stationed in Barrigada.

Program Manager is on personal leave beginning June 29. The Men's Shelter Manager was designated Acting Program Manager.

Two Shelter Workers from the Men's Shelter received recommendation letters for commitment to the company in working extra shifts and on their days off due to Military duties and scheduled staff leave.

NUMBER OF CLIENTS

The count of the clients for this reporting quarter is two hundred ninety-two (292) adult and children who reside in the following Guma San Jose, Homeless Emergency Shelters.

Main Shelter at Catalina Lane, Dededo	(130) adults	(114) children
Men Shelter at Chapel Road, Barrigada	(48) adult males	

TOTAL: (178) adult males and females (114) children

Number of cases for the months	130
Number of individuals for the months	292
Number of cases/individuals that was not accommodated do to no available space	50cases / 165individuals

B. PROGRAM ACTIVITIES

SUMMARY OF ACTIVITIES:

GSJ assisted a total of one hundred thirty (130) cases or two hundred ninety-two (292) individuals for the months of **APRIL, MAY, JUNE FY' 2012.**

No. of Cases	No. of Individuals	Physical/Health/Condition
17	17	Elderly
6	6	Elderly & Physically Disabled
9	10	Mentally Disabled
5	5	Physically Disabled
93	254	Able Bodied and Stable

April 1, 2012 Guadalupe Buckley along with family and friends sponsored a dinner serving held at GSJ.

April 14, 2012 members from the Andersen Protestant Chapel volunteered their time in cleaning the shelter. They also provided lunch for the clients at the main shelter.

April 15, 2012 Guam Spirit Lion's Club provided dinner and a Easter Egg Hunt at GSI lanaj.

April 28, 2012 Taitingfong family sponsored a dinner serving held at GSJ lanai.

New Covenant Life Church sponsored their monthly dinners serving held at GSJ.

Saint John Episcopal Church sponsored their monthly dinners serving held at their fellowship hall.

Kusinan Santa Barbara sponsored their monthly dinners serving held at their parish hall.

May 11, 2012 GSJ clients were transported by bus to the "Passport to Service" outreach held at Tamuning gym.

May 12, 2012 Guam International Airport Authority Police sponsored a dinner serving held at GSJ lanai. The food was placed in take out plates (60 total).

May 19, 2012 Seven GSJ women clients attended the "Women's Health Conference" held at Hotel Nikko Guam. The conference was presented by the Guam Department of Public Health & Social Service Division of Public Health Bureau of Family Health and Nursing Services.

May 25, 2012 Island Telephone Directory sponsored a dinner serving held at CSS Liheng Community Room.

June 12 Mr. Arleen Tambora from GHURA inspected the facility in Dededo.

June 18 representatives from U.S. Department of Housing and Urban Development and Guam Housing and Urban Renewal Authority toured the Dededo facility.

CLIENT FINANCIAL ASSISTANCE

There were two clients that were being financially assisted by the Program Fundraising Fund to obtain a health certificate from Department of Public Health and Social Service and a police clearance.

CONFERENCE AND/OR TRAINING

June 11, 13, 14, 18 – 20, 25 – 27 the Program Manager had been conducting training classes on Professional Crisis Management. The classes were held at CSS main conference room.

June 22 Program Manager, Men's Shelter Manager, Caseworker and two Shelter Workers attended the Homeless Management Information System (HMIS) training at Salvation Army in Tiyan. The class was conducted by Mr. Robert Herdzik.

C. SERVICES PROVIDED

Forty-six (46) cases or ninety-nine (99) individuals were provided with four thousand six hundred fifty-nine (4659) meals. Seventy-four (74) cases or one hundred thirty-seven (137) individuals were provided with five hundred thirty-three (533) transportation services. The clients made a total of one thousand two hundred fifty-five (1255) phone calls.

These transportation services were provided to and from the office/shelter, job sites, job search, job interviews, Catholic Social Service Office, Liheng Department, home search, workshops, sponsored dinners, Salvation Army, Mayor's Office, Superior Court, Guam Public Guardian, DPHSS, GMHA, DMHSA, AHRD, DOE, DISID, GHURA, super markets, etc.

Follow ups were made to GHURA, Liheng Office, HPRP on applications for housing assistance. Follow ups were made on applications submitted to various employers for employment via phone calls and transporting clients to the job sites.

D. ACCOMPLISHMENT

Forty-two (42) cases or ninety-five (95) individuals were able to rent on their own or find a place with family or friends: of the forty-two (42) cases:

Thirty-two (32) cases or seventy-eight (78) individuals moved in with family/friends.

Three (03) cases or nine (09) individuals found their own place to rent.

Two (02) cases or three (03) individuals were accepted into GHURA.

Three (03) cases or three (03) individuals relocated to family off island.

Two (02) cases or two (02) individuals were accepted onto Salvation Army Light House Recovery Center.

Six (06) individuals were able to find employment.

E. PROGRAM NEEDS

Mental Health Training

There were quite an increased number of individuals who were referred by Department of Mental Health and Substance Abuse. These individuals have psychiatric behaviors and are taking prescribed medications. They exhibit some behavioral episodes which exceeds staff's knowledge of how to manage or handle their behaviors. The staff had not received any mental health training. For the time being, the program has implemented some provisions for the staff. During the intake process, the caseworker will request a copy of the individual's psychiatric evaluation summary. The caseworker and program manager will work collaboratively with the individual's social worker at DMHSA to ensure of their psychiatric follow up appointment and their behavioral plans. Instructions have been made to the staff to monitor these clients regularly and one to one staff to be applied if necessary. Otherwise a call to 911 if an emergency arises.

This recommendation of training has been made to the Executive Director.

Staffing Pattern

Due to the increased numbers of homeless disabled individual with psychiatric disorders, there is a definite one to one staff implemented to avoid any issue to the affected individuals as well as to all clients. In addition, GSJ has one staff member in the armed forces who has duty once a month and possible chance to be on tour. Furthermore, staff does take leave and/or call out sick from time to time. Thus, a primary concern is the ratio of staff to clients at the shelter which could pose a safety risk to the staff as well as to the clients themselves should an altercation or incident occurs. The recommendation is to increase the number of staff to at least two minimum on each shift at all times.

This recommendation of proposed increased in staff has been brought up to the Executive Director's attention.

Donated Computers

CSS Computer Technician installed the donated computers in the library, and the offices at the main and Men's shelter.

Internal Right and Left Wing of the Building

On June 6 Mr. JR Mantanona from Fire-Comm conducted an inspection of the smoke detectors and alarm.

On June 9, 15, & 18 Support Service employees fixed staff restroom toilet, fixed shelter back door, install towel racks and toilet tissue holders in the restrooms and replaced expired fire extinguishers.

On June 17 Arvin Builders replaced the light fixtures.

The kitchen counters in both wings of the building are infested with bugs and are water damaged. The left wing bathroom's exhaust remains malfunctioned and recommended to be replaced. On June 12 & 20 representatives from Home Depot, along with Shelter Manager Jacinta Perez, conducted an assessment of the discrepancies.

Note: All these discrepancies of the kitchen were reported to the Support Service Division.

Air Conditioning Units

On May 14, 2012 Tanglao General Contractor assessed and cleaned all the five (5) Carrier Split Units.

Men's Shelter at 109 Chapel Road, Barrigada

SECRET

Eviction

There were two male clients that were evicted from the shelter due to non compliant of the house rules and policies. The first eviction was on June 5 for smoking inside the home. This client was reminded on several occasions where the designated smoking area was located. The second eviction was on June 15 for alcohol. There were three vodka bottles belonging to the client that were found on the premises of the home.

Structure:

There are repairs that are needed on the roof and ceiling of the home. BHI Realty hired a contractor to work on the discrepancies. The work began on May 31 and is still ongoing.

The shelter is in need of a trash bin and service.

Yard maintenance or equipment is needed so staff and clients could work on the grounds of the home. The home has a small garden that the clients and staff have been tending to for motivation and therapeutic work.

IT&E Company has confirmed that they will assist the home with WI-FI units for both clients and office use.

On June 13, IP&E Company donated a 46" LCD television with DVD player for the shelter.

The other discrepancies such as refrigerator repair or replacement and the ventilation for the bathrooms are being requested through the Support Service. All these requests remain outstanding during this reporting month.

Air Conditioning Units

On May 15, 2012, Tanglao General Contractor assessed the two units at this shelter. According to the contractor, both units need to be replaced. Price quotations with the requisition were submitted to Fiscal Office.

Update: On June 13, a 2400btu air conditioning unit was purchased from Town House for the living room area of the shelter. And on June 14, a 9000btu portable air conditioning unit was donated and is used for the office.

Company Van

The 2002 Nissan Quest van went down on June 25 because of front tire damage due to wear and tear. Requisition has been made to Fiscal Office for new front tires.

Re-Housing

Six (06) cases or seven (07) individuals reapplied and were accepted into Guma San Jose.

F. DONATION

These are the donors for this reporting month. And some of the listed donated items are being given out to the clients and some are being kept for further use of other new incoming clients.

- Donna Meno donated used miscellaneous clothing.
- Protestant AAFB Chapel donated canned and cooked foods, miscellaneous clothing, toys, books, painting supplies, a microwave, bed sheets, pillow cases, mattress protectors, shower curtains, shoes and miscellaneous baby items.
- Angelia & James Pike donated miscellaneous clothing, toys, crib mats, shelves, C.D. holder and a humidifier.
- Cora Borja donated fresh bananas.
- Okkudo High School Parenting Class donated miscellaneous clothing and other items.
- JFK High School Team Taga, class of 2015 students along with their teachers Juliet Moore, Christine Garcia, Beverly Hecita, Mary Laygo and Haruka Matsui donated miscellaneous clothing, canned goods, cleaning supplies and toiletries.
- Mr. Alex Miralles donated a variety of cooked foods.
- Anonymous donor donated miscellaneous clothing, blankets, towels and kitchenware.
- Andrea Finona donated a tray each of fried chicken, red rice and salad.
- Jason Dillion & family donated books, games, light bulbs, 5 electric fans, laundry detergent, miscellaneous kitchen items, toiletries, 10 pillows, mattress protectors, cleaning supplies, and a variety of perishable and non perishable food items.
- Timothy M. Santos donated used miscellaneous clothing, shoes, kitchenware, beddings, and 2 boxes of pampers.
- Tina Calvo donated new washer and dryer.
- Englis Catering Service donated several trays of cooked and prepared foods.
- Anonymous donor donated a variety of canned and dried goods.
- Melanie Cruz donated miscellaneous clothing, shoes, bags, and baby items.
- Kelly Jorgensen donated a T.V., VCR, kitchenware and beddings.
- Chris & Tonia Kitts donated 18 Easter baskets to the children of GSJ.
- New Covenant Life Church donated eggs, pancakes and fried rice.
- Lynn Sheby and Shane Rooker donated miscellaneous clothing and toys.
- Gus Gogue donated 6 pieces of lemai, string beans and bananas.
- Taitingfong family donated donated comforters, cup o noodles and a package of donuts.
- PWOC Andersen AFB, Jennifer Wilson donated miscellaneous shoes.
- Cora M. Borja donated fresh cooking bananas.
- JFK High School Freshmen Academy Assistant Principle Hannah Gutierrez, Team Taga students, along with their teachers Mary Laygo, Beverly Hecita, Juliet Moore, Haruka Matsui and Christine Garcia donated a variety of hygiene and toiletries products, clothing, towels and canned goods.
- Mikaela & Vicente Santos donated a toaster oven and miscellaneous children's clothing.

- Kelly & Jason Smith donated miscellaneous adult and children clothing, toys, electronic appliances, books, baby items, shoes, painting supplies, batteries, a couch, and a mattress.
 - Anonymous donor donated miscellaneous toys, plastic containers, shoes, belts, and clothing.
 - Matson Company donated cooked foods and desserts.
 - Santa Barbara Catholic Church donated a variety of canned goods.
 - Arthur Hinsvark, Life Scout BSA Troop 1420 AAFB, donated 4 metal shelves, cleaning supplies, kitchen items, plastic containers, first aid supplies, hygiene & toiletries products, paper products, ziplock bags, hair dryers, socks, bags of rice, water bottles, and a variety of canned and dry goods.
 - Guam Community College Collegiate DECA donated miscellaneous clothing & footwear, cleaning supplies, hygiene & toiletries products, and a variety of canned and dry goods.
 - Frankie Mateo donated 21 (5lbs) bags of rice.
 - Mickel Ramsay donated 12 cans of soda, frozen hotdogs and burgers.
 - Guam Girl Scouts Troop #105 donated a variety of new and used items such as clothing, cleaning supplies, hygiene products, canned goods, toys, baby items, school supplies, beddings and a cloth laundry basket.
 - Ann Marie Wilson donated 8 boxes of pizza and chicken wings.
 - Stephanie Olivares donated a variety of cooked foods and desserts.
 - Anonymous donor donated a variety of canned goods.
 - Tamhira Agulto donated used miscellaneous toys and games.
 - Tina Dillon donated dry goods and dairy products.
 - Santa Barbara Catholic School, Sister Jeanette Pangelinan, donated beddings and ironing boards.
 - David A. Muna donated fresh bananas and mangos.
 - Kyung Byun donated hot dogs and buns.
 - Anonymous donor donated a variety of canned foods, miscellaneous clothing and children's books.
 - Teyaka Booker donated assorted baby food.
 - Rey Manaois donated used miscellaneous videos, clothing, toys and a stroller.
 - Anonymous donor donated sandwiches and desserts.
 - Anonymous donor donated sandwiches, cooked red rice, chicken and corn.
 - Anonymous donor donated a variety of canned and dry foods, used miscellaneous clothing, shoes and luggage.
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FY 2012 NON-EXPENDABLE PROPERTY INVENTORY OVER \$ 500.00

PROGRAM NAME: Guma San Jose
LOCATION: Dededo/Barrigada
DATE OF INVENTORY: FY'12 April 1st - June 30th, 2012

ACQUIRED DATE	ITEM DESCRIPTION	QTY	MAKE/MODEL	SERIAL NUMBER	UNIT COST	PURCHASED LEASED OR DONATED	PURCHASED LEASED WITH PROGRAM FUNDS OR PROGRAM INCOME	LOCATION	CONDITION (NEW,FAIR, POOR)	% OF PROGRAM USE	COMMENTS
2004	Computer	1	Set/UPS Back Up	X08-54518	2,200	P	PF	Dededo	F	100	Computer 2000
2006	Vehicle, Van	1	Nissan Quest	721DF002619	5,000	D		Dededo	F	100	Bank Of Hawaii
2009	Freezer, Chest	1	Kelvinator	WB64625145	800	P	PF	Dededo	F	100	Tippy Furniture
2010	Sofa/Loveseat	1	12 piece set	Mocha	899	D	PI	Dededo	P	100	Merril Lynch/Furniture Outlet/Damage
2010	Sofa/Loveseat	1	12 piece set	Cappucino	825	D	PI	Dededo	P	100	Merril Lynch/Furniture Outlet /Damage Destroyed
2010	Telephone System	1	Panasonic	KS-TA824	500	D	PI	Dededo	F	100	Merril Lynch/Furniture Outlet
2010	Telephone System	1	Panasonic	8KBCF018125	200	D	PI	Dededp	F	100	Merril Lynch/Hi Tech, Inc.
2010	Telephone System	4	Panasonic	8KBCF018	179	D	PI	Dededo	F	100	Merril Lynch/Hi Tech, Inc.
2010	Table, Dining	1	Marc	Set w/8 chairs	699	D	PI	Dededo	F	100	Merril Lynch/Townhouse
2010	Bed, Bunk	11	Twin-Merlot Set	w/mattress	500	D	PI	Dededo	F	100	Merril Lynch/Townhouse
2011	Bed, Bunk	5	Twin	w/mattress	500	D	PI	Dededo	F	100	Furniture Outlet
2010	Bed, Bunk	11	Full Size	Box/Mattress/Legs	500	D	PI	Dededo	F	100	Merril Lynch/Townhouse
2010	Refrigerator	1	Kenmore	BA02602146	500	D	PI	Barrigada	F	100	Merril Lynch/Kmart
2010	Refrigerator	1	White-Westinghouse	WRTD23X6AW4	500	D	PI	Barrigada	F	100	Merril Lynch/Townhouse
2011	Refrigerator	1	Kenmore	BA04503338	500	D	PI	Dededo	F	100	Sears Guam
2011	Refrigerator	1	Kenmore	BA04503301	500	D	PI	Dededo	F	100	Sears Guam
2010	Range, Electric	1	Maytag	13646669JT	500	D	PI	Dededo	F	100	Merril Lynch/Townhouse
2010	Range, Electric	1	Maytag	13748580LA	500	D	PI	Dededo	F	100	Merril Lynch/Townhouse

INVENTOR' PREPARED BY: POSITION TITLE: Shelter Worker

INVENTORY VERIFIED BY: Michael Suzuki POSITION TITLE: Acting Program Manager

INVENTORY CERTIFIED BY: Diana Calvo 7/6/2012 POSITION TITLE: Executive Director

FY 2012 NON-EXPENDABLE PROPERTY INVENTORY UNDER \$ 500.00 IN VALUE

PROGRAM NAME: Guma San Jose
LOCATION: Dededo/Barrigada
DATE OF INVENTORY: FY'12 April 1st - June 30th, 2012

	ITEM DESCRIPTION	QTY	MAKE/MODEL	SERIAL NUMBER	UNIT COST	PURCHASED OR LEASED OR DONATED	PURCHASED WITH PROGRAM FUNDS OR PROGRAM INCOME	LOCATION	CONDITION (NEW, FAIR, POOR)	% OF PROGRAM USE	COMMENTS
2003	Printer	1	HP LaserJet P1006			D		Dededo	F	100	Salvation Army
2008	Printer, 3 in 1	1	HP OfficeJet 5610	CN78PF30NP		P	PF	Dededo	F	100	Megabyte
2009	Printer	1	HP LaserJet 1300	CNBB047760		P	PF	Dededo	F	100	Megabyte
2003	Table, Dining	1	Wooden	No Chairs		D		Dededo	F	100	Anonymous
2004	Drawer	9	5 piece drawer set	Plastic		P	PF	Dededo	F	100	Kmart
2007	Bed	3	Single	Box/Mattress		D		Dededo/Barrigada	F	100	Caridad/Alee Shelter
2008	Bench, Patio	2	Wooden			D		Dededo	P	100	Alee Shelter/Damaged
2011	Couch, Sectional	1	3 piece sofa			D		Dededo	F	100	Ms. Guadalupe
2008	Table, End	8	1 drawer/2 drawer	Wooden		D		Dededo	F	100	Alee Shelter
2007	Drawer	1	2 piece drawer set	Rattan		D		Dededo	F	100	Alee Shelter
2006	TV	1	Sony	KV-214512		D		Dededo	F	100	Alee Shelter
2008	TV	1	RCA	617443816		D		Dededo	F	100	Anonymous
2008	TV	1	Sharp	524210		D		Dededo	F	100	Anonymous
2002	Chair, Executive	1	Black			D		Dededo	F	100	Tippy Furniture
2003	Chair, Executive	1	Black			D		Dededo	F	100	Tippy Furniture
2005	Generator, Gas	1	Briggs & Stratton, 3,500hps	68860107		D		Dededo	F	100	Emergency Receiving Home
1998	Cabinet, File	4	4 Drawer	Beige		D		Dededo	F	100	Catholic Social Service/National Office Supply
1998	Cabinet, File	1	2 Drawer	Black/Brown		D		Dededo	F	100	Catholic Social Service
1998	Desk	3	7 Drawer	Metal		D		Dededo	F	100	CSS/Military Salvage Yard/Rosa Fejeran
2005	Desk	2	2 Drawer	Metal		D		Dededo/Barrigada	F	100	Catholic Social Service

FY 2012 NON-EXPENDABLE PROPERTY INVENTORY UNDER \$ 500 00 IN VALUE

PROGRAM NAME Guma San Jose
LOCATION Dededo/Barrigada
DATE OF INVENTORY FY'12 April 1st - June 30th, 2012

ACQUIRED DATE	ITEM DESCRIPTION	QTY	MAKE/MODEL	SERIAL NUMBER	UNIT COST	PURCHASED LEASED OR DONATED	PURCHASED LEASED WITH PROGRAM FUNDS OR PROGRAM INCOME	LOCATION	CONDITIO N (NEW, FAIR, POOR)	% OF PROGRAM USE	COMMENTS
2007	Desk	2	1 piece drawer	Wood		D		Dededo	F	100	Alee Shelter
2010	Table, Folding	8	Plastic			D	PI	Dededo/Barrigada	F	100	Merril Lynch/Townhouse
2010	Chair, Folding	63	Metal	Black		D	PI	Dededo	F	100	Merril Lynch/Townhouse/a few are broken
2009	Chair, Stackable	12	W/cushion			P	PF	Dededo/Barrigada	F	100	National Office Supply
2010	Desk	1	7 Drawer	Metal		D		Dededo	F	100	EMS/ILL-P Services
1999	Table, Dining	1	Glass top/brass leg			D		Dededo	F	100	Catholic Social Service
2010	Sofa	1	Black			D		Dededo	F	100	Anonymous
2010	Washer/Dryer, 2 in 1	1	LG	310WK000146		D		Dededo	F	100	Lisa Mangune / Not working Destroyed
2009	Chair, Swivel	2	W/cushion	Black		P	PF	Dededo	F	100	Tippy Furniture
2010	Extinguisher, Fire	4		1265/39, 46, 61		D		Dededo	F	100	Part of the buidling
2010	Air Conditioner	6	Alpha Plus	27/29/38/43/44/46		D		Dededo	F	100	Part of the buidling
2010	Range, Electric	1	Galaxy-Elcran	VF01765295		D	PI	Barrigada	F	100	Merril Lynch/Kmart
2010	Heater, Water	1	GE, electric	0810R09078		D	PI	Barrigada	F	100	Merril Lynch/Home Depot
2011	Washer	1	Kenmore	C02240374		D	PI	Dededo	F	100	Merril Lynch/KMart
2011	Dryer, Electric	1	Kenmore	M02453536		D	PI	Dededo	F	100	Merril Lynch/KMart
2010	Bed, Cot	10	Green			D		Dededo/Barrigada	F	100	Governor's Office
2010	Sofa	2	Black, Leather			D		Barrigada	F	100	Catholic Social Service
2010	Sofa	1	Brown, Leather			D		Barrigada	F	100	Catholic Social Service
2011	Shelf	4	Metal, 4 shelf			P	PI	Dededo	F	100	Home Depot
2011	Chair, Swivel	2	Gray	W/cushion		D		Dededo	F	100	EMS/LL-P Services
2011	Loveseat	1	Floral			D		Dededo	F	100	Jeffrey Taitingfong

FY 2012 NON-EXPENDABLE PROPERTY INVENTORY UNDER \$ 500.00 IN VALUE

PROGRAM NAME : Guma San Jose
LOCATION : Dededo/Barrigada
DATE OF INVENTORY : FY'12 April 1st - June 30th, 2012

ACQUIRED DATE	ITEM DESCRIPTION	QTY	MAKE/MODEL	SERIAL NUMBER	UNIT COST	PURCHASED OR LEASED OR DONATED	PURCHASED WITH PROGRAM FUNDS OR PROGRAM INCOME	LOCATION	CONDITION (NEW, FAIR, POOR)	% OF PROGRAM USE	COMMENTS
2007	Drawer	1	2 piece drawer	Wooden		D		Dededo	F	100	Alee Shelter
2011	Playpen	2	Large & small			D		Dededo	F	100	Justin Nededog/Anonymous
2011	Crib	2				D		Dededo	F	100	Anonymous
2011	Drawer	1	w/closet	Marble Style		D		Dededo	F	100	Anonymous
2011	Desk, Computer	1	Wood/Metal			D		Dededo	F	100	John Aguon
2010	Sofa	1	Black			D		Dededo	F	100	Alee Shelter
2012	Rattan Sofa	1	Rattan/Lt Blue material Cover			D		Dededo	F	100	Donation
2012	Rattan Sofa Single Chair	2	Lt. Blue Material Cover			D		Dededo	F	100	Donation
2012	TV	1	Apex w/Remote			D		Dededo	F	100	Donation
2012	Refrigerator	1	LG 2 Door Stainless Steel	701KRXD00290		D		Dededo	F	100	Alee Shelter
2012	Washer	1	Whirlpool Commercial Quality Sup	SM8280867		D		Dededo	F	100	Donation
2012	Dryer	1	Whirlpool Heavy Duty Extra Large	MG3243461		D		Dededo	F	100	Donation
2012	Coby DVD Player	1	Coby DVD 224	1032010-0007979		D		Dededo	N	100	Donation
2012	2010 Dodge Caravan	1	2010 Dodge Grand Caravan	2D4RN5D16AR135101	49,995	P		Dededo	N	100	CSS
2012	Computer w/keyboard/mouse	1	HP Compaq	MXL7470L1L		D		Dededo	F	100	36 CS/SCOSA
2012	Computer w/keyboard/mouse	1	HP Compaq	MXL7470L9B		D		Barrigada	F	100	36 CS/SCOSA
2012	Computer w/keyboard/mouse	1	HP Compaq	MXL7470L9C		D		Dededo	F	100	36 CS/SCOSA
2012	Computer w/keyboard/mouse	1	HP Compaq	MXL7470LC9		D		Dededo	F	100	36 CS/SCOSA
2012	Computer w/keyboard/mouse	1	HP Compaq	MXL740LCZ		D		Barrigada	F	100	36 CS/SCOSA
2012	Computer w/keyboard/mouse	1	HP Compaq	MXL7470LD4		D		Dededo	F	100	36 CS/SCOSA
2012	Computer w/keyboard/mouse	1	HP Compaq	MXL7470LD9		D		Dededo	F	100	36 CS/SCOSA

PROGRAM NAME: Guma San Jose
LOCATION: Dededo/Barrigada
DATE OF INVENTORY: FY'12 April

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